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GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

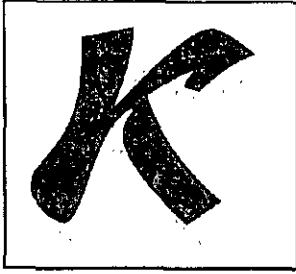
FINANCIAL REPORT
June 30, 2007

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/19/08

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Roland D. Kraushaar
Certified Public Accountant

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INDEPENDENT AUDITOR'S REPORT

J. ELRAY LEMOINE, CLERK
GRANT PARISH CLERK OF COURT
Colfax, Louisiana

I have audited the financial statements of the GRANT PARISH CLERK OF COURT as of June 30, 2007, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the GRANT PARISH CLERK OF COURT's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the GRANT PARISH CLERK OF COURT as of June 30, 2007, and the changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

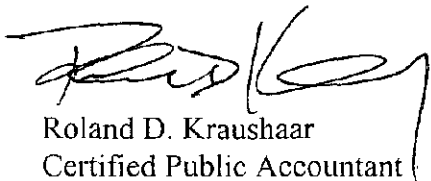
In accordance with Government Auditing Standards, I have also issued a report dated October 10, 2008 on my consideration of the Clerk of Court's internal control over financial reporting and my tests of its compliance with laws and regulations.

As described in note 2 to the financial statements, the Clerk of Court adopted the provisions of Governmental Accounting Standards Board Statement No. 34 *Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments*; Statement No. 37, *Basic Financial Statements - For State and Local Governments, Omnibus*; and Interpretation

No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Statements*, as of July 1, 2003.

The management's discussion and analysis (pages 3 through 5) and budgetary comparison (pages 17 through 18) are not a required part of the basic financial statement, but are supplementary information required by the Governmental Accounting Standards Board. I have applied procedures, which consisted principally of inquiries of management regarding the method of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

My audit was made for the purpose of forming an opinion on the financial statements that comprise the Clerk of Court's basic financial statements. The accompanying other supplemental information on pages 16 through 23 are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and in my opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink, appearing to read 'Roland D. Kraushaar', is written over the printed name.

Roland D. Kraushaar
Certified Public Accountant
October 10, 2008

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

Management Discussion and Analysis (MD&A)
June 30, 2007

The discussion and analysis of GRANT PARISH CLERK OF COURT's financial performance provides an overall review of the Clerk of Court's financial activities for the fiscal year ended June 30, 2007. The intent of this discussion and analysis is to look at the Clerk of Court's financial performance as a whole; readers should also review the financial statements and notes to the financial statements to enhance their understandings of the Clerk of Court's financial performance.

BASIC FINANCIAL STATEMENTS

The *Financial Statements* are designed to provide readers with a broad overview of the GRANT PARISH CLERK OF COURT's finances in a manner similar to private sector business.

The *Statement of Net Assets* focuses on resources available for future operations. In simple terms, this statement presents a snap-shot view of the assets of the Clerk of Court, the liability it owes and the net difference. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts.

The *Statement of Activities* focuses gross and net costs of the Clerk of Court's programs and the extent to which such programs rely upon general revenues. This statement summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues.

Our basic financial statements are prepared using governmental fund statements which follow the more traditional presentation of financial statements.

The notes to the financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the Clerk of Court's financial conditional.

The MD&A is intended to explain the significant changes in financial position and differences in operation between the current and prior years. To be an accurate presentation, the prior year would

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

Management Discussion and Analysis (MD&A)
(Continued)

June 30, 2007

have to be restated to the new reporting format. The Clerk has chosen to not restate the prior year. Nevertheless when possible, significant changes from the prior year are explained in the following paragraphs.

CONDENSED FINANCIAL INFORMATION

Condensed financial information from the statements of net assets and revenues as of June 30, 2007 and expenses and changes in net assets for the year ended June 30, 2007 are as follows:

Current and other assets	\$ 463,457
Capital assets(net)	<u>46,616</u>
Total assets	<u>\$ 510,073</u>
Current liabilities	\$ 159,627
Capital leases payable	<u>29,726</u>
Total liabilities	<u>\$ 189,353</u>
Net assets:	
Invested in capital assets(net)	\$ 16,890
Restricted	8,545
Unrestricted	<u>295,285</u>
Total net assets	<u>\$ 320,720</u>
Revenue:	
Fees for service	\$665,831
Clerk's Supplemental grants	15,950
Interest earned	<u>19,045</u>
Total revenues	<u>\$ 700,826</u>
Expenses:	
Recording and certifications	\$ 531,162
Elections	5,654
General administration	130,630
Unallocated depreciation	27,673
Interest	<u>3,833</u>
Total expenses	<u>\$ 698,952</u>
Excess of revenues over expenses	<u>\$ 1,874</u>

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

Management Discussion and Analysis (MD&A)
(Continued)

June 30, 2007

Increase (decrease) in net assets	\$ 1,874
Beginning of year net assets as restated	<u>318,846</u>
End of year net assets	<u>\$ 320,720</u>

Capital Assets

The Clerk's capital assets as of June 30, 2007 amounted to \$46,616 (net of accumulated depreciation). This investment in capital assets includes office furniture, equipment and computer programs.

The Clerk of Court acquires its assets primarily with local funds from service fees.

Variations Between Original and Final Budgets

Variances between the original and final budgets were minimal. Accordingly, the final amended budget is the one presented for budgetary comparisons.

Contacting the GRANT PARISH CLERK OF COURT's Management

This financial report is designed to provide a general overview of the Clerk of Court's finances with an interest in the government's financial position and operations. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to J. ElRay Lemoine, Clerk of Court, GRANT PARISH CLERK OF COURT, P.O. Box 203, Colfax, La. 71417.

**GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA**

**STATEMENT OF NET ASSETS
June 30, 2007**

ASSETS

Cash and equivalents	\$ 385,880.59
Accounts receivable	6,350.43
Due from others	339.04
Due from Grant Parish Police Jury	29,465.44
Due from other funds	41,421.98
Furniture and equipment	46,615.96
Total assets	<u>\$ 510,073.44</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 12,481.40
Payroll taxes withheld	1,913.66
Due to other funds	145,232.00
Capital leases payable	29,726.03
Total liabilities	<u>\$ 189,353.09</u>

NET ASSETS

Invested in capital assets(net of debt)	\$ 16,889.93
Reserved for long-term receivables	8,545.44
Unreserved/undesignated	295,284.98
Total net assets	<u>\$ 320,720.35</u>

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

STATEMENT OF ACTIVITIES
June 30, 2007

FUNCTIONS/PROGRAMS	EXPENSES	CHARGES FOR SERVICES	NET (EXPENSES) REVENUES AND CHANGES IN NET ASSETS
Governmental Activities			
Recording and certifications	\$ 531,161.67	\$ 654,186.34	\$ 123,024.67
Elections	5,654.40	11,644.35	5,989.95
General administration	130,629.74	-	(130,629.74)
Unallocated depreciation	27,672.60	-	(27,672.60)
Interest on debt service	3,833.39	-	(3,833.39)
Total Governmental Activities	<u>\$ 698,951.80</u>	<u>\$ 665,830.69</u>	<u>\$ (33,121.11)</u>

General Revenues

Clerk's Supplemental Grant	\$ 15,950.00
Interest earned	<u>19,045.00</u>

Total General Revenues \$ 34,995.00

Excess(Deficiency) of Revenues over Expenses \$ 1,873.89

Net Assets - July 1, 2006 318,846.46

Net Assets - June 30, 2007 \$ 320,720.35

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

BALANCE SHEET

June 30, 2007

ASSETS

Cash and equivalents	\$ 385,880.59
Accounts receivable	6,350.43
Due from others	339.04
Due from Grant Parish Police Jury	29,465.44
Due from other funds	<u>41,421.98</u>
Total assets	<u>\$ 463,457.48</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 12,481.40
Payroll taxes withheld	1,913.66
Due to other funds	<u>145,232.00</u>
Total liabilities	<u>\$ 159,627.06</u>

FUND BALANCES

Reserved for long-term receivables	\$ 8,545.44
Unreserved/undesignated	<u>295,284.98</u>
Total fund balance	<u>\$ 303,830.42</u>
Total liabilities and fund balance	<u>\$ 463,457.48</u>

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
June 30, 2007

Total Fund Balances-Governmental Funds		\$	303,830.42
Cost of Capital Assets at June 30, 2007	\$	343,506.37	
Less Accumulated Depreciation			
as of June 30, 2007		<u>296,890.41</u>	46,615.96
Long -term Liabilities at June 30, 2007			<u>(29,726.03)</u>
Total Net Assets at June 30, 2007-Governmental Activities		\$	<u>320,720.35</u>

**GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2007**

				VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES	BUDGET	ACTUAL		
Recording	\$ 210,000.00	\$ 225,668.50	\$	15,668.50
Cancellations	2,200.00	2,410.00		210.00
Mortgage certificates	10,000.00	10,810.00		810.00
Marriage licenses	3,000.00	3,462.50		462.50
Notarial fees	1,250.00	1,480.00		230.00
Civil suits	220,000.00	275,958.05		55,958.05
Copies	38,000.00	41,704.33		3,704.33
Preparation of deeds	3,500.00	3,725.00		225.00
UCC filings	12,000.00	12,955.00		955.00
Election expense	3,000.00	6,496.35		3,496.35
Criminal fees	45,000.00	43,782.68		(1,217.32)
Clerk's certificates	1,800.00	2,395.00		595.00
Court attendance fees	2,800.00	3,080.00		280.00
Research fees	3,500.00	3,601.00		101.00
Child support fees	22,500.00	20,951.00		(1,549.00)
Qualifying fees	5,000.00	5,148.00		148.00
Clerks' supplemental compensation	16,500.00	15,950.00		(550.00)
Miscellaneous	1,800.00	2,203.22		403.22
Interest	45,000.00	19,045.06		(25,954.94)
Total revenues	\$ 646,850.00	\$ 700,825.69	\$	53,975.69
EXPENDITURES				
Personnel and benefits	\$ 473,675.00	\$ 476,243.79	\$	(2,568.79)
Office expenses	90,685.00	54,917.88		35,767.12
Insurance and bonds	98,550.00	83,372.25		15,177.75
Filing fees	19,350.00	19,031.80		318.20
Auto expense	13,125.00	4,402.15		8,722.85
Legal and professional fees	23,200.00	22,590.00		610.00
Miscellaneous expenses	6,950.00	6,887.86		62.14
Capital outlay	-	-		-
Debt service Principal	-	29,449.81		(29,449.81)
Debt service Interest	-	3,833.39		(3,833.39)
Total expenditures	\$ 725,535.00	\$ 700,728.93	\$	24,806.07
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (78,685.00)	\$ 96.76	\$	29,169.62
NET ASSETS				
Beginning of the year	302,436.05	302,436.05		-
End of the year	\$ 223,751.05	\$ 302,532.81	\$	29,169.62

**GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA**

**RECONCILIATION OF GOVERNMENTAL FUNDS - STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES**
June 30, 2007

Total Net Changes in Fund Balance - Governmental Funds,	\$ 96.76
Capital Assets	
Depreciation Expense for the Year Ended June 30, 2007	(27,672.60)
Long-term Debt	
Principal portion of debt service payments	<u>29,449.81</u>
Changes in Net Assets - Governmental Activities	<u>\$ 1,873.97</u>

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

STATEMENT OF FIDUCIARY NET ASSETS

June 30, 2007

ASSETS

Cash and cash equivalents	\$	1,151,201.53
Other receivables		1,188.00
Due from other funds		<u>150,232.00</u>
Total Assets	\$	<u>1,302,621.53</u>

LIABILITIES

Due to other funds	\$	46,421.98
Other liabilities		105.00
Unsettled deposits		<u>1,256,094.55</u>
Total Liabilities	\$	<u>1,302,621.53</u>

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

NOTE 1 - GENERAL INFORMATION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four year term.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

The accounting and reporting practices of the GRANT PARISH CLERK OF COURT conform to generally accepted accounting principles (GAAP) as applied to governments. The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting principles.

This financial report has been prepared in conformity with GASB Statement No. 34, *Basic financial Statements and Management's Discussion and Analysis - for State and Local Governments* issued June, 1999. The following is a summary of certain significant accounting policies and practices.

A. FINANCIAL REPORTING ENTITY

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Clerk of Court is considered a primary government, since it is a special purpose government that has a separately elected governing body having ultimate accountability to the electorate, has a separate legal standing and is fiscally independent of other state and local governments. As used in GASB Statement No. 14 fiscally independent means that the Clerk may, without the approval or consent of another governmental entity, determine or modify its own budget, set rates and charges. The Clerk has no component units, as defined by GASB Statement No. 14 as other legally separate organizations for which the elected Clerk is financially accountable. There are no other primary governments with which the Clerk has a significant relationship.

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
(Continued)

June 30, 2007

B. FUND ACCOUNTING

The financial transactions of the GRANT PARISH CLERK OF COURT are recorded in the general fund which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, net assets, revenue and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled. The funds presented in the financial statements in this report are as follows:

Governmental Funds

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the Clerk's office. The various fees and charges due to the Clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Agency Funds

The Advance Deposit, Registry of the Court, and Child Support Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Governmental funds account for all of the Clerk of Court's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition of general fixed assets, and the servicing of general long-term debt. The Clerk of Court has one governmental fund.

C. BASIS OF PRESENTATION

The Clerk of Court's Basic Financial Statements consist of the government-wide statements.

The statements are prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. Private sector standards of accounting and financial reporting issued prior to December 31, 1998, generally are followed in both the government-wide financial statements and proprietary fund financial statements to the extent that those standards do not conflict or contradict guidance of the GASB.

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
(Continued)

June 30, 2007

D. BASIS OF ACCOUNTING

Government-Wide Financial Statements(GWFS)

The Statement of Net Assets and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Clerk of Court.

The GWFS were prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from the exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB No.33, *Accounting and reporting for Non-exchange Transactions*.

Program Revenues

The Clerk of Court receives its monies through fees for service and interest income.

Allocation of Indirect Expenses

The Clerk of Court reports all direct expenses by function in the Statement of Net Activities. Direct expenses are those that are clearly identifiable by function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities.

E. BUDGET POLICY

The budget for the year ended June 30, 2007 was adopted in July 2006. The budget was prepared on the modified accrual basis of accounting. All appropriations lapse at year end and must be re-appropriated during the following year to be expended. Budget amounts included in the accompanying financial statements are the originally adopted budget.

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
(Continued)

June 30, 2007

F. ENCUMBRANCES

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Clerk of Court as an extension of formal budgetary integration in the funds.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in an interest bearing demand deposit. Interest is credited monthly to the interest account.

H. COMPENSATED ABSENCES

The Clerk of Court has the following policy relating to vacation and sick leave:

Full-time employees receive 10 days of non-cumulative vacation leave annually and, depending upon length of service, from 12 to 18 days of sick leave annually. Sick leave can be accumulated without limitation, but there is no provision for payment of accumulated sick leave upon termination or retirement. At June 30, 2007, there are no accumulated and vested benefits relating to vacation and sick leave.

I. CAPITAL ASSETS

Capital assets are capitalized at historical costs. Capital assets are depreciated using the straight-line method over the estimated useful lives. No salvage value has been taken into consideration since surplus assets are sold for immaterial amounts. Useful lives range from 5 to 10 years for equipment.

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
(Continued)

June 30, 2007

NOTE 3 - CHANGES IN GENERAL FIXED ASSETS

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. At June 30, 2007 all fixed assets were recorded based upon historical cost.

A summary of changes in general fixed assets follows:

	Balance July 1, <u>2006</u>	<u>Additions</u>	<u>Dispositions</u>	Balance June 30, <u>2007</u>
Furniture and equipment	\$343,507	\$ -	\$ -	\$343,507

NOTE 4 - DEPOSITS

The GRANT PARISH CLERK OF COURT maintains cash in various checking accounts, savings accounts, certificates of deposits and the Louisiana Asset Management Pool. All such accounts are treated as cash or cash equivalents since they are subject to being withdrawn at any time. At year end, the carrying amount of the Clerk's deposits were \$ 1,536,832 and the bank balance was \$ 162,509. Of the book balance, \$578,966 was covered by federal depository insurance. The remaining \$ 918,692 was covered by pledged securities held by the fiscal agents (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 5 - RETIREMENT COMMITMENTS

Substantially all employees of the Grant Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
(Continued)

June 30, 2007

All regular employees earning at least \$100 per month who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute. Contributions to the System include one-fourth of one per cent (one-half of one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each Parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer's contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

NOTE 6 - CONTINGENT LIABILITIES

At June 30, 2007 the Clerk was not involved in litigation.

**GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA**

COMBINING BALANCE SHEET - FIDUCIARY FUND TYPE

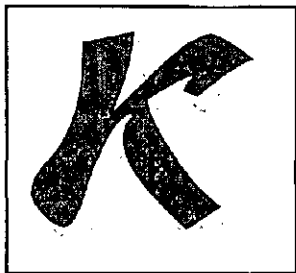
June 30, 2007

	ADVANCE DEPOSIT FUND	AGENCY FUNDS REGISTRY OF COURT FUND	CHILD SUPPORT FUND	TOTAL
<u>ASSETS</u>				
Cash and cash equivalents	\$ 739,364.75	\$ 405,147.50	\$ 6,689.28	\$ 1,151,201.53
Other receivables	-	-	1,188.00	1,188.00
Due from other funds	150,212.00	20.00	-	150,232.00
Total Assets	<u>\$ 889,576.75</u>	<u>\$ 405,167.50</u>	<u>\$ 7,877.28</u>	<u>\$ 1,302,621.53</u>
<u>LIABILITIES</u>				
Due to other funds	\$ 40,183.98	\$ 5,000.00	\$ 1,238.00	\$ 46,421.98
Other liabilities	-	-	105.00	105.00
Unsettled deposits	849,392.77	400,167.50	6,534.28	1,256,094.55
Total Liabilities	<u>\$ 889,576.75</u>	<u>\$ 405,167.50</u>	<u>\$ 7,877.28</u>	<u>\$ 1,302,621.53</u>

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS - FIDUCIARY FUND TYPE

YEAR ENDED JUNE 30, 2007

	ADVANCE DEPOSIT FUND	AGENCY FUNDS REGISTRY OF COURT FUND	CHILD SUPPORT FUND	TOTAL
<u>UNSETTLED DEPOSITS JUNE 30, 2006</u>	<u>\$ 883,375.00</u>	<u>\$ 545,525.17</u>	<u>\$ 6,537.28</u>	<u>\$ 1,435,437.45</u>
<u>ADDITIONS</u>				
Suits and successions	\$ 276,245.08	\$ 297,781.11	\$ 22,953.00	\$ 596,979.19
Interest earned	-	19,295.22	-	19,295.22
Total additions	<u>\$ 276,245.08</u>	<u>\$ 317,076.33</u>	<u>\$ 22,953.00</u>	<u>\$ 616,274.41</u>
Total	<u>\$ 1,159,620.08</u>	<u>\$ 862,601.50</u>	<u>\$ 29,490.28</u>	<u>\$ 2,051,711.86</u>
<u>REDUCTIONS</u>				
Clerk's fees	\$ 236,268.70	\$ -	\$ 20,951.00	\$ 257,219.70
Sheriff's fees	18,664.52	-	2,005.00	20,669.52
Other reductions	55,294.09	462,434.00	-	517,728.09
Total reductions	<u>\$ 310,227.31</u>	<u>\$ 462,434.00</u>	<u>\$ 22,956.00</u>	<u>\$ 795,617.31</u>
<u>UNSETTLED DEPOSITS JUNE 30, 2007</u>	<u>\$ 849,392.77</u>	<u>\$ 400,167.50</u>	<u>\$ 6,534.28</u>	<u>\$ 1,256,094.55</u>



Roland D. Kraushaar

Certified Public Accountant

1406 Texas Avenue · Alexandria, LA 71301
Ph: (318) 445-9855 · Fax: (318) 445-9882

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS**

Grant Parish Clerk of Court
Colfax, Louisiana

I have audited the financial statements of the Grant Parish Clerk of Court as of and for the year ended June 30, 2007, and have issued my report thereon dated October 10, 2008. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing my audit, I considered the Grant Parish Clerk of Court's internal control over reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Grant Parish Clerk of Court's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organizations's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

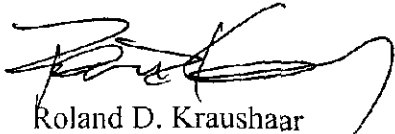
My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any

deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Grant Parish Clerk of Court's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Roland D. Kraushaar
Certified Public Accountant

October 10, 2008

GRANT PARISH CLERK OF COURT
COLFAX, LOUISIANA

SCHEDULE OF FINDINGS, QUESTIONED COSTS
AND CORRECTIVE ACTION

Year Ended June 30, 2007

<u>FUND INVOLVED</u>	<u>FINDINGS</u>	<u>COST</u>
All Funds	2007-1 <u>Inadequate Segregation of Duties</u>	N/A

Finding:

Due to the small number of accounting employees, the Clerk did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the accounting operations and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response and/or Corrective Action:

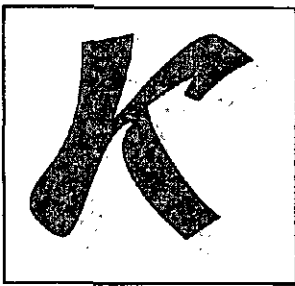
No response and/or corrective action necessary.

2007-2 Late Submission of Audit

Timely audits must be submitted within six months to the Louisiana Legislative Auditors Office. This report was not completed until October 10, 2008 after the financial records were completed in mid-February.

Response and/or Corrective Action:

Financial records will be completed and submitted to the auditor within three months of the fiscal year end.



Roland D. Kraushaar

Certified Public Accountant

1406 Texas Avenue Alexandria, LA 71301
Ph: (318) 445-9855 Fax: (318) 445-9882

Honorable J. Elray Lemoine
Grant Parish Clerk of Court
Colfax, Louisiana

Dear Mr. Lemoine:

In connection with my audit of the records of the Grant Parish Clerk of Court for the year ended June 30, 2007, I take this means to make comments and suggestions relative to year operations.

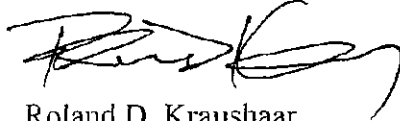
The Clerk of Court still has not completely reconciled the individual docket balances of the Advance Deposit Fund with its cash balance. The Advance Deposit Fund is an agency fund used to account for advance deposits on suits filed by litigants. The advances are refundable to litigants after all costs have been paid. The funds are held in the Advance Deposit Fund until there is some court or other action making it appropriate for the Clerk to disburse the funds. The Clerk of Court, in his agency capacity, has the responsibility to reconcile and identify individual docket balances within the fund to the total balance of the fund. Lack of this reconciliation increases the risk that individual balances may be misstated and that transactions that are based on the balances may be in error.

While one of the three Advance Deposit dockets accounts has been reconciled, the two old accounts have not. While many of the old Advance I and Advance II were researched, reconciled and then transferred to the main account, there are still old files to be reconciled. Accordingly, I recommend that the Clerk reconcile a set number of cases each day and transfer the remaining funds to the Computer Advance Deposit.

Current Louisiana law requires that your audits be completed within six months of the fiscal year end. Accordingly, it is necessary that all books and records be completed as soon as possible after year end. Therefore, you may wish to consider contracting these accounting functions with outside providers if your personnel can not find time. The computer problems encountered this year contributed to the delay in having the financial records completed in a timely fashion, the repeated failure to have your audit submitted in a timely manner may result in action by the Louisiana Legislative Auditor.

I take this opportunity to thank you and your staff for the courtesies extended to me during the audit. As always, I enjoyed working with you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roland D. Kraushaar', with a stylized, flowing script.

Roland D. Kraushaar
Certified Public Accountant

October 10, 2008

J. ELRAY LEMOINE, Clerk of Court



35th Judicial District, Grant Parish
200 Main Street
P. O. Box 263 • Colfax, Louisiana 71417-0263
Phone 318-627-3246
Fax 318-627-3201

November 17, 2008

Ms. Sudha Rawal
Engagement Administrator
Office of Legislative Auditor
State of Louisiana
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

Re: Response to Management Letter

Dear Ms. Rawal,

In response to your inquiry dated October 21, 2008 concerning the management letter from our most recent audit which was for the fiscal year ending June 30, 2007 where our auditor reported that the individual docket balances in the Advance Deposit Agency Fund are not reconciled with the cash balances.

Since July 1, 1989 all civil suits have been entered into our Computer System and a checking account was set up at that time for those deposits on the suits filed. All of those suits are reconciled monthly and have been since the conception of this account. The referenced account consists of approximately 80% of all Advance Deposit Agency Funds. Therefore, there are only 20% or less that are not completely reconciled. The following is a detailed plan that I have implemented in order to meet our fiduciary responsibilities, including transferring fees that have been earned by the clerk; returning any monies to persons making the original deposit if the suit has been settled or inactive for five years; and determining if the monies are abandoned.

The un-reconciled balances are all hand posted transactions consisting of two checking accounts. The oldest account has been in existence since 1960 or older, to the best of my knowledge. That account is the most challenging to reconcile. The other hand posted transactions are for a checking account that began in 1984. No longer are current suit funds put into those checking accounts, only the funds that affect the old suit records. Approximately 20% of the old accounts are still active. These old active cases are being transferred onto the computer system once they are balanced, therefore decreasing the amount of un-reconciled balances. The hand posted entries are being inputted into an excel spreadsheet, then each individual docket balance is verified through the process of checking each Advance Deposit that went to the bank, tracing the amounts paid to others, and amounts paid to the clerk's salary fund. In order to verify the entries each hand posted list of fees to all payees are also being entered into an excel worksheet all in the effort to reconcile the individual docket balances to the cash balance.

As the trustee for these funds, I fully understand my fiduciary responsibility to properly account for and report the transactions of this fund. The procedures that I have implemented to reconcile individual docket balances to the cash balance is working well. It is a slow process but I am committed to resolving this issue as soon as possible. I do not have a time line at this point for the completion of this task.

If you have any questions or you need further explanation, please call Renee' Silk, Deputy Clerk, at (318) 627-3246.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. ElRay Lemoine". The signature is fluid and cursive, with a large, stylized "L" at the end.

J. ElRay Lemoine
Grant Parish Clerk of Court



Grant Parish . . . In the Heart of the Sportsman's Paradise